

WEBER COUNTY SHERIFF'S OFFICE		POLICY AND PROCEDURES	
SUBJECT: Records Retention Schedule		CHAPTER/SECTION NO.: 54.2	
EFFECTIVE DATE: 10/7/03		REVIEW DATE:	
AMENDS/SUPERSEDES: See attached sheet		APPROVED: <u>** See Master File Sheriff</u>	
STANDARD NUMBER: 82.1.2			

54.2 Policy

- 54.2.1 The Office's Records Unit has a State of Utah approved records retention schedule. The records retention schedule is in compliance with the applicable Utah Government Records and Management Act (GRAMA).
- 54.2.2 The records retention manual, which lists the retention requirements for specific types of records and information, is located in the Central Services Section and is maintained by the Section Manager.